



Gallions Mount Primary

Dinner Money Debt Policy

This policy has been compiled recognising the difficulties placed on school in balancing the social welfare of pupils with the responsibility of managing the School Budget.

As from 1 June 2015 the school adopted a strict NO DEBT policy relating to school meals. Money owed affects the school overall budget and must be settled promptly.

The cost of a school dinner is currently £2.00 and is payable in advance. Parents are expected to pay on a Monday each week or may pay for half-term in advance if more convenient.

Parents may pay by cash in a labelled envelope or by cheque payable to Gallions Mount Primary School.

If children are absent their dinner money is credited for the following week.

Notification of a change of meal arrangement from packed lunch to school meal, or vice versa must be received one half term in advance.

If a child forgets their packed lunch and is given a school meal, parents must pay for the meal on the same day or the following morning at the latest (except for children of Free School Meals).

Debt recovery

Payment for school meals

- When a pupil has failed to produce dinner money the school may allow a meal to be provided where it is felt that this is a temporary situation, e.g. money lost on the way to school, minor domestic problem, etc. Details are recorded on the Dinner Money module system. The parents will be contacted.
- Where a pupil continues to require meals and no payment is made, the matter is referred to the Headteacher who contacts parents and discusses the individual circumstances. If, in the opinion of the head teacher, failure to produce a meal could have serious consequences for that pupil, a meal will be provided as an emergency action.
- When a parent genuinely forgets to pay the school may grant a debt allowance of 1 meal. The school will contact the parents advising them of the situation and the amount outstanding. This debt must be paid the next day and future meals must be paid for in advance before any meal is provided.
- If this action proves unsuccessful in securing the money, a letter/ call parent notification will be sent to the parents to provide a packed lunch.
- In the case when a debt payment is still not received, nor a packed lunch provided, the headteacher will phone the parent to ask them to come to school with the money immediately, provide sandwiches before lunch or take the child home for lunch.
- If the outstanding debt remains unpaid the Governing Body will take action to recover this. A final letter will be sent to the parents informing them that the school reserves the right to begin legal proceedings to secure payment. Parents must also be aware that further school meals for their children will need to pay at least a month in advance.

- Social services may be informed that parents are not carrying out their legal responsibility of care by not providing food for their child at lunchtime.

Administration

For payments by cheque, cheque's should be made payable to Gallions Mount School and on the back of the cheque the long card number with the expiry date needs to be recorded.

We hope that by implementing this debt policy we are able to help parents manage school dinner money better and ensure that all money that is for childrens' learning is available for that purpose.

Confirmation the Dinner Money Arrears Policy in respect of Gallions Mount Primary School has been discussed by the Governing Body

Signed by:

Chair of Governors:



Date: 20/5/17

Headteacher:



Date: 20/5/17

Agreed at the Finance Committee Meeting on: 20/5/17